



# USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72066321R10012

**ISSUANCE DATE:** 10/17, 2021

**CLOSING DATE/TIME:** 10/31, 2021

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) to serve as **USAID Project Management Specialist (Deputy Operations Team Leader)** in the office of Health.

Dear Prospective Candidates:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Candidates should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attachment.

Sincerely,

**Linda Gregory**  
**Supervisory Executive Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72066321R10012
- 2. ISSUANCE DATE:** 10/17, 2021
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 10/31, 2021, no later than 5:00 p.m (EAT) (close of business).
- 4. POINT OF CONTACTS:** Linda Gregory, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at *addisusaidjobs@usaid.gov*.
- 5. POSITION TITLE:** **USAID Project Management Specialist (Deputy Operations Team Leader)**
- 6. MARKET VALUE:** **\$27,642 – \$49,770 yearly** i.e., equivalent to **FSN - 12**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ethiopia. Final compensation will be negotiated within the listed market value. Salary will be paid in local currency at the exchange rate in effect when the payroll is processed.
- 7. PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.  
  
The expected period of performance will be from 03/01/2022 – 02/28/2027.
- 8. PLACE OF PERFORMANCE:** *US Embassy, Entoto Road, Addis Ababa*, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs). “Cooperating country national” means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Facilities access.

**11. STATEMENT OF DUTIES***1. General Statement of Purpose of the Contract*

The USAID Project Management Specialist (Deputy Operations Team Leader) is a highly qualified and recognized expert in administering the full scope of a complex, multi-sectoral Health Development program. The incumbent applies a highly technical body of knowledge of applicable USAID laws, regulations, policies, and business processes to lead the planning, management, evaluation, and reporting of Health activities funded under all accounts including PEPFAR (HIV/AIDS), PMI (malaria), MCH, FP/RH, TB and GHSA in Ethiopia.

The USAID Project Management Specialist (Deputy Operations Team Leader) will work with the Operations Team Lead to think creatively and generate original ideas or solutions to program planning, management, and performance issues for which there may not be precedence. In particular, the incumbent leads experts from within USAID/Ethiopia to collect, synthesize, analyze, and present complex financial and program performance data for demanding resource planning and reporting requirements. The USAID Project Management Specialist (Deputy Operations Team Leader) directly supervises three Foreign Service National (FSN) employees: two staff in the “Budget Cluster” and two staff in the “Program Cluster” and helps oversee the whole team of 8 subordinate staff. The incumbent exercises independent judgment in managing budget, program, personnel, reporting and MEL activities for the office. Based on such judgment as well as demonstrated professional acumen, the Deputy OPS Team Leader provides advice on important, and at times extremely sensitive, matters to team leads, fund managers, and the Health Office Director.

While reporting to the Operations Team Leader, the USAID Project Management Specialist (Deputy OPS Team Leader) works largely independent of supervision. The incumbent develops and maintains an extensive range of important contacts with senior-level government officials as well as business and civil society leaders. These contacts include critical oral and written communication involving highly complex concepts and ideas and highly demanding negotiations with senior officials from the Ethiopian Government, executives from large corporations, and leaders from non-governmental organizations. The USAID Project Management Specialist (Deputy OPS Team Leader) represents USAID to the Program Office, is a member of the Health Office Management Team and the interagency PEPFAR team, and frequently engages with senior-level staff from USAID/Washington and the State Department’s Office of the Global AIDS Coordinator (S/GAC). The incumbent will also represent the Health Office’s programmatic interests within USAID/Ethiopia, such as to the Executive Office, Office of Financial Management, and the front office.

## *2. Statement of Duties to be Performed*

Major duties and responsibilities of the USAID Project Management Specialist (Deputy Operations Team Leader) include the following:

### *A. Resource Management (50%)*

- Leads the office budgeting team, which includes supporting the preparation of the Country Operational Plan and Operational Plan aligning it with the 5-year budget proposed allocation and independent government cost estimates for activities.
- Ensures optimal resource allocation across program/activity areas. Ensures that the 5-year budget outlook is maintained, and a budget change process is in place.
- Leads efforts in efficient, transparent financial management, which includes accurate and timely tracking of commitments, obligations, disbursements, and accruals for program activities and team operations. Maintains a financial management system.
- Prepares for quarterly pipeline reviews with the Office of Financial Management. o Ensures appropriate and timely incremental funding of activities.

- Ensures complete and timely de-obligation of funds for reprogramming. o Reports financial discrepancies to the Office Director or Deputy.
- Responds to requests for information within the scope of financial audits. Ensures closure of recommendations from financial audits. o Supports PEPFAR budgeting during the COP season, working within the PEPFAR interagency (CDC, DOD, State) to do so.
- Serves as a GLAAS approver.
- Leads technical team efforts in efficient, transparent procurement, which includes judicious and timely planning and execution of procurement actions.
- Maintains a procurement tracking system. Prepares for reviews with the Office of Acquisition and Assistance.
- Serves as a Program Manager in the USAID Global Acquisition and Assistance System to review requisitions for approval/disapproval.
- Leads efforts in asset management, which includes accurate and timely tracking of implementing partner physical assets for appropriate use and intended disposition. Maintains an asset management system for quarterly end-use checks.
- Assists the Operations Team Lead and Health Office Director in short, medium, and long-term staffing pattern management, and that staff receive their required training in a timely manner.

#### B. Management of Health Program (30%)

- Together with the Operations Team Lead, represents the Health Office to the program office, in all required planning, reporting and taskers from there.
- Supports all AOR/COR in the Office in the management of their activities including planning, budgeting, and reporting.
- Leads the office's program for Regional Health Bureau Representation
- Leads USAID/Ethiopia's preparation and participation in the quarterly management reviews, portfolio reviews, Performance Progress Report, Operational Plan, as well as PEPFAR-specific reviews with S/GAC and the Ethiopian Government.
- Leads USAID/Ethiopia's response to taskers and requests for information from USAID/Washington, S/GAC, other United States Government agencies, stakeholders, and the general public.
- Oversees the budgeting, financial management, monitoring, evaluation, and reporting for all HIV and AIDS (PEFPAR) activities.
- Supports the Health Office geographic strategic planning – including the implementation, tracking and evaluation of DO4 integrated programming, and the Mission's Alternate Growth Poles Strategy – ensuring that activities in the portfolio are aligned with these and report appropriately.
- Participates on the DO4 team to support operational needs including MEL, GIS, or other program support functions and helps ensure that DO4 requirements are met within new activity designs.
- Leads the Operations Team in the absence of the Operations Team Leader.

#### C. Knowledge Management (20%)

- Together with the OPS Team Lead, ensures the development and implementation of

- the office MEL plan, and support office AOR/COR in their MEL/CLA needs. Ensures Health Office representation on Mission CLA working groups/teams.
- Oversees the management of highly complex program performance data in sophisticated information systems (e.g., Data for, Transparency, Accountability and Impact (DATIM) System, AID Tracker Plus, and DIS).
  - Liaises with subject matter experts in the design and management of high-quality evaluations as needed; Together with the program office, oversees the implementation of Health Office PD&L funding to ensure that all office needs are met.
  - Oversees the preparation of the Health Office Highlights weekly document to share with internal and external stakeholders – ensuring its quality.

*The contractor is eligible for travel to the U.S., or to other locations abroad, for training, for temporary duty, or to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.*

### 3. *Supervisory Relationship*

The incumbent works under the direct supervision of the Operations Team Leader. The incumbent requires little supervision in carrying out routine responsibilities and only general guidance for most tasks. The scope and flexibility of the duties demand initiative to identify and apply innovative solutions to complex problems and abilities to work independently and with teams.

### 4. *Supervisory Controls*

The incumbent directly supervises three FSN employees: one Budget Analyst, and two Program Assistants. The incumbent may supervise short-term staff as needed.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- Education:** Minimum of master's degree in international development, statistics, management, business administration, finance, public administration, accounting, public health or a similar field.
- Prior Experience:** A minimum of five years of progressively responsible experience in administering the full scope of a complex public health program in a developing.
- Language:** Fluent in spoken and written English (IV).

## III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of candidates with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at

which an efficient competition can be conducted, the CO may limit the number of candidates in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Rating factors are used to determine the competitive ranking of qualified candidates in comparison to other candidates. Candidates must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

### **EVALUATION FACTORS**

**EDUCATION (10 points):** Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position. and/or (3) specialized training pertinent to the position.

**WORK EXPERIENCE (35 points):** Points will be given for (1) experience above the minimum levels required, (2) specialized experience pertinent to the position, (3) experience in pertinent development assistance activities, (4) experience in development organizations that are large and/or international.

**KNOWLEDGE (35 points):** A highly complex body of knowledge of applicable laws, regulations, policies, and business processes is required to lead the planning, management, and evaluation of the Health Portfolio and its associated earmarks for PEPFAR, PMI, TB, MCH, and FP/RH. including:

- Relevant legislation, strategies, and policies of Ethiopia and the United States as it relates to international development programs and the Health sector;
- Approaches to developing highly complex operational and program budgets for activity areas, staffing (including salaries), equipment and supplies, and other line items;
- Sophisticated analytical methods in financial management decision-making, including accruals-based accounting and cost-benefit/cost-effectiveness ratio analyses; and
- Extensive program/project management experience, directly or indirectly, with USG health programs.

**SKILLS AND ABILITIES (20 points):** The incumbent must: o Maintain databases for and analyze data from highly complex financial and program performance datasets with information technology applications (ability to use Microsoft Access and Excel and Google Sheets is essential);

- Prepare analytical reports and presentations with information technology applications (ability to use Microsoft PowerPoint and Word; Google Documents and Slides);
- Think creatively and generate original ideas or solutions to program planning, management, and performance issues for which little or no precedence exists;
- Interrelate highly complex financial and program performance data with the broader spectrum of metrics to understand contributions to and progress against

- health targets;
- Exercise sound independent judgment in projecting future trends affecting the Health Office investments in Ethiopia relative to other countries;
- Exercise sound professional acumen and judgment to prioritize and delegate tasks and to provide advice on important, and at times extremely sensitive, matters;
- Produce high-quality work and maintain professional conduct, often under time pressure and in complex situations;
- Demonstrate superior inclusive leadership to lead complex, intense program planning, management, and evaluation efforts across multiple technical groups;
- Foster the integration of diverse experience and perspectives of individuals in the work environment; and
- Treat all employees fairly, ensuring that their talents are fully utilized and that they receive full consideration for career-enhancing assignments.

### **INTERVIEW PERFORMANCE (100 points)**

**BASIS OF RATING:** Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The **highest-ranking applicants** may be selected for an interview and writing test. Interviews may be conducted either in person or by telephone/video call at USAID's discretion. Final rating and ranking for the candidates will be based on the initial evaluation of the applications, interview performance, and writing test. USAID/Ethiopia will not pay for any expenses associated with interviews.

Note: Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Reference checks will be conducted for the highest-ranking candidates. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

## **IV. SUBMITTING AN OFFER**

Eligible Offerors are required to complete and submit

1. the offer form DS-174 (Application for U.S. Federal employment) along with a cover letter The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/; or https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application>.
2. a resume in English

3. a written statement that responds to the requirements of the position (Section III: Evaluation and Selection Factors), and
4. contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of the offeror's past performance.

#### **Further Guidance:**

Offers must be submitted to the Point of Contact identified in Section I, item 3, by the closing date and time specified in the same section..

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted **ONLY** via ***addisusaidjobs@usaid.gov*** and the email subject must say– solicitation ***72066321R10012, USAID Project Management Specialist (Deputy Operations Team Leader)***. ***Be sure to include your name and the solicitation number at the top of each page.***

Please do not submit more than one application; and

Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time, or EAT).

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The Contracting Candidates will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

#### **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:  
Group life insurance, medical coverage, annual leave and sick leave.
2. ALLOWANCES (as applicable):  
Meal allowance and miscellaneous benefit allowance.

#### **VII. TAXES**



Cooperating Country Nationals are expected to comply with all relevant Ethiopian laws and regulations.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

### **LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiation s with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**  
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.  
The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

**EQUAL EMPLOYMENT OPPORTUNITY:** *The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.*

*The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*